

Archives Advisory Committee Meeting, March 5, 2013

Archives Room, Penn Place. Members present: Charlie Snyder, Marian Green, Kathryn Mitchell, Nancy Schwartz.

The main order of business was to prepare a budget request for next fiscal year in advance of the Town Council's budget workshop on March 9.

The first budget item to be discussed was the salary of the archivist. Charlie reported that Abigail Kabaker is doing a great job. She is being paid \$10 less per hour than Dave Burgevin, but is able to work more hours. She is still considering the possibility of graduate school next fall, but it is possible she would not go and would be available to work in the Garrett Park Archives. We decided to request sufficient money so that Abigail could work 30 hours per week for next year. If she were to leave, we would have the funds to hire another, perhaps more expensive, archivist who would work less hours. We discussed the possibility of having Abigail use some of her hours on Saturday. We could then have the Archives open once a month while the post office is open on Saturday morning—a time that would be more convenient for most working families. Having Abigail work more hours would also relieve the Archives committee members who now volunteer their time on a regular basis to open the Archives and supervise volunteers.

The next priority for funding is the Oral History program. We have had little luck in finding volunteers who want to transcribe. It was suggested that we should offer a stipend of 250 to \$300 per manuscript to see if that would encourage volunteers. If we do not get volunteers, we would have to turn to professional transcribers. We have about 50 interviews that require transcription. Our goal for next year is to get 25 of those transcribed. It was suggested that we offer \$3 per page. For an 80-page manuscript that would be \$250. We will again use the Bugle and the Listserv to try to get volunteers both to transcribe and to do interviews with Oral History subjects. Charlie will prepare something for the Bugle.

Marian suggested that we have a "Did you Know?" history item in each Bugle to spur an interest in Town history and to raise the profile of the Archives. She also suggested that we might want to pay for this item so that the expense would not be borne by the Citizens Association. We need a catchy title for this feature.

Other budget items include the need to network our computers. We will get an estimate for networking (both wired and wireless) from David Altar.

We also need an extra license for Pat Perfect so that we can use more than one computer to enter data. We also need to budget for technical help from Pat Perfect.

We have no big equipment needs for next year, so the Supplies, Equipment, and Conservation headings from last year can be consolidated. A modest amount should be put in for the Archives Committee to cover conferences and an annual membership to AASLH. A small amount should also be kept in "Other" to cover unanticipated needs. All these figures can be seen in the proposed budget created by Kathryn Mitchell and attached to these minutes.

The meeting closed with a discussion about the 50-year anniversary of the Garrett Park Boy Scout Troop. Charlie wondered if there could be a badge related to learning about the history of the troop. Committee members could assist the boys in using the Archives.

Marian Green will be leading a walking tour on March 23 that will go along Rokeby Avenue from Penn Place to the Town boundary. It is another of Marian's excellent efforts at outreach.

